



## Frequently Asked Questions: District Personnel Salary Survey

### How do I participate in the survey?

An invitation link for the survey is sent by email to Texas public school districts (does not include charters). For HR Services members, this will be the salary survey contact or program contact; for non-members it will be the superintendent. Only one submission is accepted from a district.

### What if I am not able to complete the survey in one sitting?

You can close the browser window and resume the survey using the link from your email. The system will save pages you have already completed. Click “next” to save the page you are currently on.

### In the pay increases portion of the survey, should I report a step increase or flat dollar amount?

Our online survey allows you to report if your district provided a percentage increase, flat-dollar or step increase, or a one-time payment.

- Our **District Personnel Survey Assistance File**, available for download in [HR Services Survey Resources](#), walks through various pay increase examples to help districts.
- If there is a percentage increase tied to a dollar amount, please report the percentage. For example, if your district provided teachers a \$1,000 pay increase, and you know that was 2 percent of your midpoint or local market, then select “percentage of midpoint or market value” and enter 2 percent.
- If the amount varied within a group, please report the average.

### When I open the PDF preview, I see jobs that we don’t have. How do I know what to complete?

The PDF preview lists all possible benchmark jobs on the survey. After entering your district’s enrollment on the first page of the online survey, the list of benchmarks shown to you will be customized based on your district’s size.

### Even after entering enrollment, there are teacher stipends and benchmark jobs that we do not have in our district. What should I report?

Please leave those fields blank to indicate that you do not have them. It’s expected that many districts won’t have every benchmark.

For benchmark jobs that your district does not have or are vacant, do not check the checkbox. We only survey for encumbered jobs.

### Should I report part-time employees?

For the most part, no. Only a few positions accept part-time reporting (bus driver, bus monitor, cafeteria worker, and crossing guard). Other benchmarks are only full-time incumbents to improve benchmark comparisons.

### We have an employee who performs multiple roles. How do I report them in the survey?

If someone has a hybrid job, such as superintendent secretary/payroll clerk, please report them in the position that requires more of their time (in this example, most likely superintendent secretary).



# Salary Survey

**The survey asks for the pay range minimum and maximum. What should I report in these fields?**

If your district maintains a compensation pay plan with jobs grouped into a pay range structure, report the established minimum and maximum rates of the pay grade where that job falls.

If there is no pay range for the position, leave these fields blank. Do not include individual's actual pay for the minimum and maximum values.

**Where can I find more information about completing the survey?**

You can find information on TASB HRDataSource™ and the surveys that drive it on our website:

<https://www.tasb.org/solutions-services/tasb-solutions-services-listing/hrdatasource>

**Can I share TASB's HRDataSource reports on survey results outside of my organization?**

No, the reports are proprietary to TASB and are for the internal use of your organization only. The reports may not be distributed outside of your organization without the written permission of TASB.

**Can't find the answer here? Please contact us at [salary.survey@tasb.org](mailto:salary.survey@tasb.org).**